

## INTRODUCTION

This position is located in one of the Regional Offices of the Packers and Stockyards Administration. The Regional Office is responsible for carrying out assigned functions and activities in the enforcement of the Provisions of the Packers and Stockyards Act and the regulations issued under its authority in the assigned geographical area.

The incumbent performs typing and a variety of clerical duties in support of the work of the office.

## DUTIES

Types from rough draft or handwritten copy a variety of material including letters, memoranda, and reports. Obtains appropriate enclosures and assures proper format and distribution.

Receives visitors and telephone calls and refers them to the proper person or furnishes basic nontechnical information. Distributes mail to individuals in accordance with established procedures and knowledge of the organization and personnel within; maintains a variety of subject matter, chronological, and numerical files.

## FACTORS

### Knowledge Required by the Position

The skill of a fully qualified typist is required to operate a variety of word processing equipment. Knowledge of grammar, spelling, capitalization, and punctuation needed to type a variety of material accurately from written sources or voice recordings.

Knowledge of the functions of the organization to refer mail and phone calls and to provide non-technical information.

### Supervisory Controls

The incumbent is given general instructions on the priority of categories of assignments, deadlines, and the final form of the assignments. Additional specific instructions are provided for difficult assignments that differ from normal procedures.

Completed material is reviewed in final form for accuracy of content and is checked for spelling, punctuation, grammar, and accuracy of references, propriety of routing, etc.

## Guidelines

Guidelines include dictionaries, style manuals, Department, Agency, and Division instructions,

written office guidelines, and verbal instructions. Situations involving significant deviation from established guidelines or the absence of adequate guidelines are referred to the supervisor.

### Complexity

The incumbent is responsible for grammar, spelling, capitalization, and punctuation. The incumbent routes calls and mail based on knowledge of office organization, and files material into various types of files.

### Scope and Effect

The purpose of the work is to provide clerical support to the office. The work contributes to the efficiency and effectiveness of office programs.

### Personal Contacts

Personal contacts are with other agency employees and with office visitors and callers from within the agency and from other Government agencies. Persons contacted are representatives from various levels within the agency.

### Purpose of Contacts

Contacts are for the purpose of obtaining or providing information, taking and relaying messages, and directing callers and visitors to appropriate officials.

### Physical Demands

The work is sedentary. There may be some walking, standing, bending, and carrying light items such as paper and files.

### Work Environment

The work is performed in an office setting.